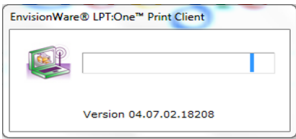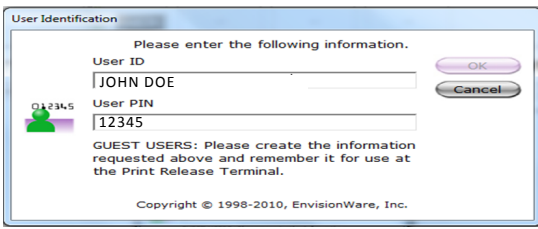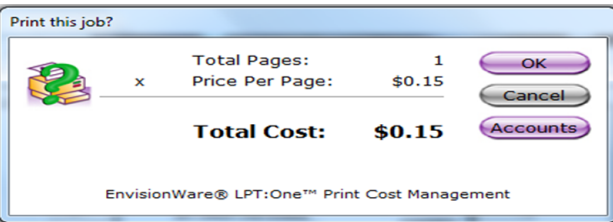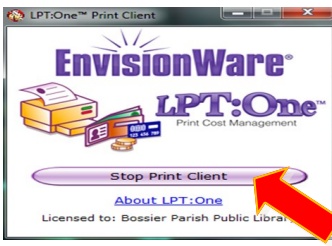## How to Send a Print Job as a Library Guest:

14. Open the document (or web page) to be printed.

15. Find the program icon for that program and select desired print type, then a dialog box appears indicating the client is loading.

16. A *User Identification* box will appear, where you will **enter your first and last name** in the User ID field and **enter a numerical PIN**—like your zip code—in the User PIN field.

17. A *Print this job?* box will appear, where you can confirm the number of pages to be printed and the total cost. Currently, black and white print jobs are .15¢ per page, while color printouts are .25¢ per page.

18. Lastly, a *Print Complete* box will appear indicated that your print job were received. Please proceed to the appropriate print release terminal for help on paying for and releasing your print jobs. You will need to provide your User ID & PIN. Please ask a library staff member for assistance.

How to Disconnect from Our Printers:

7. Once you have finished printing all desired documents, click the printer icon in the taskbar and a dialog box named LPT:One Print Client will appear.

8. Click on the *Stop Print Client* button to close the software (as shown to the right). This removes both printers from your printer listings.

FREE

Wi-Fi

@ Bossier Parish Libraries

Windows Printing @ Aulds
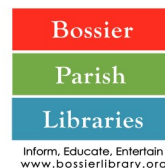
Bossier Parish Libraries offers free wireless (Wi-Fi) Internet access at the Bossier Central Library and all remote branches. This brochure provides basic instructions on how to connect to Wi-Fi. Due to the variety electronic devices on the market, library staff are not able to help patrons/guests to configure or troubleshoot personal devices or even library-borrowed devices. Please refer to the tips and settings provided in this brochure or contact your hardware/software manufacturer. By using this free service, you agree to abide by the library's *Wireless Network Access Policy*.
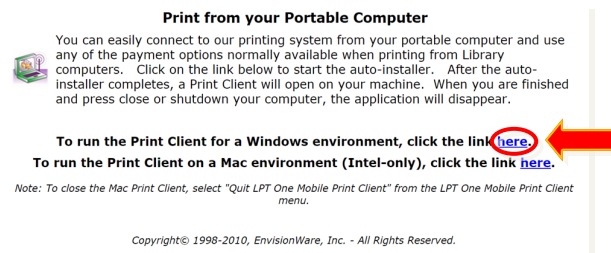
How to Download & Install the Printer Driver:

1. Open a web browser and navigate to:

   http://192.168.20.239:30044/clientlauncher/

2. Click the appropriate printer link for Windows (as shown):

   ### Print from your Portable Computer

   You can easily connect to our printing system from your portable computer and use any of the payment options normally available when printing from Library computers. Click on the link below to start the auto-installer. After the auto-installer completes, a Print Client will open on your machine. When you are finished and press close or shutdown your computer, the application will disappear.

   To run the Print Client for a Windows environment, click the link here.
   To run the Print Client on a Mac environment (Intel-only), click the link here.

   Note: To close the Mac Print Client, select "Quit LPT One Mobile Print Client" from the LPT One Mobile Print Client menu.

   Copyright© 1998-2010, EnvisionWare, Inc. - All Rights Reserved.

3. Once downloaded and depending on your web browser, accept any permissions to keep the downloaded item named **clientlauncher.exe**.
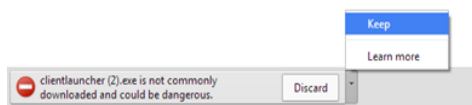
4. Open your Downloads folder, click on **clientlauncher.exe** to run and install onto your Windows device.

5. Once installed, a printer icon encircled in red will appear   on the task bar (as shown):

6. To confirm your printers, navigate to your printer listings, where you will see two virtual printers installed onto your Windows device.

   Black & White on 192.168.10.251

   Color on 192.168.10.251

   PLEASE NOTE: The printer with the green arrow is your default printer meaning all print jobs will be sent as black and white unless you choose otherwise.
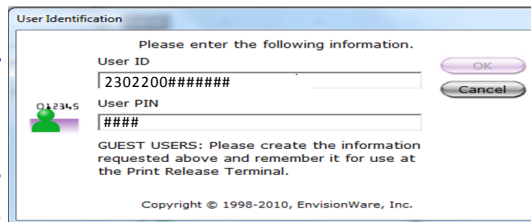
How to Send a Print Job as a Library Patron:

7. Open the document (or web page) to be printed.

8. Find the program icon for that program and select desired print type, then a dialog box appears indicating the client is loading.
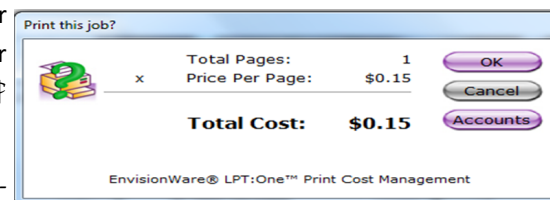
   EnvisionWare® LPT:One™ Print Client
   Version 04.07.02.18208
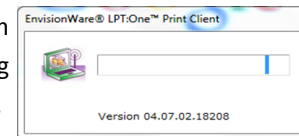
9. A *User Identification* box will appear, where you will **enter your library card number** in the User ID field and **enter your four-digit PIN** in the User PIN field.

   User Identification
   Please enter the following information.
   User ID
   2302200#######
   User PIN
   ####
   OK
   Cancel
   GUEST USERS: Please create the information requested above and remember it for use at the Print Release Terminal.
   Copyright © 1998-2010, EnvisionWare, Inc.

   NOTE: By default, your PIN number is the last four digits of your library card.

10. A *Print this job?* dialog box will appear. Click **Ok** to confirm the number of pages to be printed and the total cost. Currently, black and white print jobs are .15¢ per page, while color printouts are .25¢ per page.

    Print this job?
    Total Pages: 1
    x   Price Per Page: $0.15
    Total Cost: $0.15
    OK
    Cancel
    Accounts
    EnvisionWare® LPT:One™ Print Cost Management

11. Lastly, a *Print Complete* dialog box will appear indicated that your print job were received. Please proceed to the appropriate print release terminal for help on paying for and releasing your print jobs. You will need to provide your User ID & PIN to do so. Please ask a library staff member for assistance.

How to Disconnect from Our Printers:

12. Once you have finished printing all desired documents, click the printer icon in the taskbar and the *LPT:One Print Client* dialog box will appear.

    LPT:One™ Print Client
    EnvisionWare®
    LPT:One™
    Print Cost Management
    Stop Print Client
    About LPT:One
    Licensed to: Bossier Parish Public Library

13. Click on the **Stop Print Client** button to close the software (as shown to the right). This removes both printers from your printer listings.